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## Addition

- A1** The design of any new addition or expansion should be compatible and in proportion with the mass and scale of the historic building, adjacent structures, and the district.
- A2** New additions should be designed in a manner that makes clear what is historic and what is new. Do not design additions to appear older than the original building.
- A3** Additions should be designed so there are subtle distinguishing characteristics between the historic portion and the new alteration. This may include simplifying details, changing materials, or slightly altering proportion. Do not duplicate the exact form, material, style, and detailing of the historic building in the new addition.
- A4** Additions should be attached to side or rear elevations (façades) and should be set back from the street front façade, and should not damage or obscure character-defining features.
- A5** The design of the new addition should be subordinate to the original building. Rear and side additions should not exceed half of the original building's total floor area or building footprint.
- A6** The original street front orientation of a building should not be altered when constructing a new addition. An addition should not turn a secondary façade into primary façade. (The side or the rear of the house should not become the front of the house.)
- A7** The new addition should be designed so the first-floor height is equal to or slightly lower than the original building. The floor-to-floor heights should be equal to or up to 10 percent less than the original building. In no case should the floor heights exceed those of the original building.
- A8** The new addition should be designed with the intent to maintain the same relationship of solids (wall surfaces) to voids (window and door openings) as the historic portion. The size and placement of doors and windows should be proportional to the number, size, and shape of the new wall elevation as compared to the mass and scale of the historic building. See Door and Window guidelines for more details.
- A9** Full-floor additions on contributing residential structures (adding an additional full floor on top of a house) are not recommended unless the full-floor addition will be compatible with the existing streetscape and adjacent homes and structures and the impact on the character of the historic home is not totally transformed.
- A10** Materials should be used that are the same as or subordinate to the primary material of the original building. Wood is subordinate to brick, and brick and stucco are subordinate to stone.
- A11** The original roof pitch, style, shape, and volume should be respected when designing an addition. The roof on the addition should complement the existing roof forms, not overwhelm them.
- A12** On commercial or institutional structures, the construction of new additions or additional stories should be as inconspicuous as possible when viewed from the street and should not damage or destroy character-defining features. New additions or additional stories should be set back from the historic wall plane.
- A13** New additions to structures may incorporate contemporary, energy efficient, and sustainable design and materials. However, do not imitate an historic style or period of architecture in new additions, especially for contemporary uses such as drive-in windows or garages.

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- A14** Sunrooms or screened porches that are compatible with the home may be constructed as a rear or side addition and built with a similar level of quality construction and design.
- A15** Decks may be constructed on the rear or an inconspicuous side of the building. Do not construct a deck on the front façade. Decks should be of wood construction and be either painted or stained.
- A16** The rear deck design should not extend beyond the side walls of the house and should not be visible from the front façade or street.
- A17** When adding new exterior steps, stairways, fire escapes, or elevator shafts, do not radically change or damage a building's character-defining features. The new addition's construction scale and materials should be compatible with the materials and scale of the historic structure.
- A18** Exterior fire escape steps should be installed only on the side or rear façade of the building. Respect the locations of original doors and windows and do not cause undue damage to historic materials. The fire escape should be as inconspicuous as possible when viewed from the street.
- A19** Exterior fire escape steps constructed of wood should be painted or stained, oriented to the yard, and kept to a minimum functional size

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## Archaeology

- AR 1** For projects subject to Landmarks review, associated excavations or soil disturbances shall be considered for their effect on archaeological resources. Efforts should be made to either limit disturbances to archaeological resources, or to properly document them.
- AR 2** Archaeological discoveries such as artifacts, features, and other archaeological deposits should be reported to the Landmarks Commission. Examples include Native American spear points and tools, historic objects, historic trash pits/dumps, privies (outhouse pits), cisterns, wells, and foundations.
- AR 3** Prior to excavating to replace or repair underground utilities, notify the Landmarks Commission as to when the work will be scheduled.
- AR 4** A property owner must not willingly destroy or disturb archaeological resources, nor allow artifact collectors, amateur archaeologists, or others to do so.
- AR 5** In the event that the collection of artifacts through excavation or an archaeological investigation is conducted, the work shall be conducted by a professional archaeologist as defined by the Kentucky Heritage Council.
- AR 6** All archaeological investigations must have a research design and proposal that are reviewed and approved by Landmarks Commission staff. When qualified personnel are available, the Landmarks Commission may design research and conduct archaeological investigations.
- AR 7** All archaeological investigations shall be conducted in accordance with the standards for archaeological fieldwork and the Commonwealth of Kentucky's Antiquities Act.
- AR 8** Property owners who wish to retain ownership of artifacts shall provide sufficient time for the Landmarks Commission to properly document the materials. Artifacts recovered through excavation with the intent to collect artifacts or archaeological investigations should not be sold. It is recommended that artifacts be curated (stored) at an acceptable curation facility (museum)

## Cultural Landscape Design Principles (P) and Guidelines (G)

### Land Use and Patterns:

- CL1(P)** The *Clifton Neighborhood Plan* (current version), which stipulates the preferred zoning mix within the district (reflecting historical land patterns and usage), should be respected.
- CL2(P)** Public open space and gathering places are essential features of the compact and densely settled district because they provide planned or unplanned opportunities to meet, visit, and recreate with neighbors and friends. Existing public open space and gathering places should be maintained and new areas created that are small in scale, informal in character, and of a design that sensitively incorporates historic components such as circulation patterns, vegetation, views and vistas, and site furnishings to preserve the integrity of the historic landscape and historic structures within the district.
- CL3(P)** Although most of the district is a densely settled area characteristic of an urban environment, areas and attributes of the district remain that are distinctly rural or natural in character, including the wooded areas on the south side of the district and the prevalence of barns and other rural outbuildings in rear lots. These areas or attributes of a rural or natural feeling should be preserved and maintained.

### Views and Vistas:

- CL4(G)** Key views and vistas within the district, and views identified as significant to the district from outside the boundaries, should be preserved. These views include both pedestrian- and vehicular-oriented vantage points. Key views include, but are not limited to, the following:
- 1) Views into and from Bingham Park, an Olmsted-designed landscape.
  - 2) Views into the campus of the Kentucky School for the Blind.
  - 3) Views into the swale and green space next to Sacred Heart Village.
  - 4) Views from all directions, including from below and from above, into the green space and steep slopes along Brownsboro Rd. from State St. to N. Ewing Ave., the west side of N. Ewing Ave., Bickel Rd., and the area south of Payne St. overlooking I-64 from S. Ewing Ave. to Quarry St.
  - 5) Views of the earth berms along Payne St. and views of downtown Louisville from Payne St.
  - 6) Views into or from the quarry walls at the former Henry Bickel quarry.
  - 7) Views along and into the Frankfort Ave. corridor, where one- to two-story buildings predominate.
  - 8) Views along the rail line, including views into downtown Louisville.
  - 9) Views into the district from adjacent transportation corridors, where one- to two-story buildings and tree canopies predominate.
  - 10) Views into or from the Stevenson Ave. and Clifton Park area into downtown Louisville.
  - 11) Views into or along the Sycamore Ave. swale (the "dip").

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**Circulation:**

- CL5(G)** The integrity of character of original historic surface street arteries within and bordering Clifton—Frankfort Ave., Payne St., and Brownsboro Rd.—should be maintained and preserved. In particular, Frankfort Ave. should remain the primary west-east conduit within the district providing access for a commercial, institutional, and residential mix of facilities. It should also remain as a two-lane road, with one lane in each direction plus spaces for 24-hr. parking on each side. Payne St. should remain a primary west-east conduit within the district that is residential in character.
- CL6(G)** The existing grid of streets, alleys, and highways into, within, bordering, and serving as the boundaries of the district should be maintained in its current configuration of street widths, lanes, and alignments. One-way streets are discouraged.
- CL7(P)** Pedestrian, bicycle, and public transportation access to goods, services, and residences, an historic feature of the district, should be retained and enhanced along all surface streets in the district.
- CL8(G)** A special consideration in this district is the population of visually impaired residents - one of the largest in the U.S. - attributable to the educational and work institutions for the blind whose presence in the district dates to the mid 1800s. Safe and convenient pedestrian access for all residents while in route to work, home, school, worship, shopping, and recreation is paramount to increase safe passage and walkability of the area. Considerations include access to sidewalks that are unobstructed and in good repair, preservation of waypoints that provide tactile or physical guides for the use of visually impaired pedestrians, safe crossings of streets, minimal size and numbers of curb cuts for parking lots and driveways, and unimpeded access to and within structures. Businesses and residents shall maintain unobstructed and safe passage for pedestrians.
- CL9(G)** Parking areas throughout the district should be small in scale, informal in character, and of a design that sensitively incorporates historic components such as circulation patterns, vegetation, views and vistas, and site furnishings to preserve the integrity of the historic landscape and historic structures within the district. To minimize the need to provide space for retention basins, which can adversely affect historic properties, the use of water-permeable paving materials that reduce runoff is desirable. All paving materials and associated parking area components should be selected to relate to the surrounding landscape.
- CL10(G)** Structured parking, in lieu of large surface lots, should be limited in the number of decks and of a design and construction in keeping with the historic components of the district.
- CL11(G)** “Tear downs” of any structures for the purpose of providing new residential, commercial, industrial, or institutional parking lots or parking garages should be avoided.
- CL12(G)** To the extent possible, parking should be located in rear lots with alley access.

**Topography:**

- CL13(G)** Steep yards, slopes, and cliffs, both natural and human made, should be retained, protected, and preserved, including their shape, slope, elevation, aspect, and contour.
- CL14(G)** Karst and sinkhole features should be retained, protected, and preserved, including their shape and contour.
- CL15(G)** Swales and natural drainage areas should be retained, protected, and preserved, including their shape, flow patterns, slope, elevation, aspect, and contour.

**Small-Scale Features:**

- CL16(G)** The removal of existing billboards is encouraged.
- CL17(G)** Contributing human-made features, including, but not limited to, brick streets, alleys, sidewalks, limestone or granite curbs, iron fences, stone walls, horse watering trough, hitching post, and the “Chicken Steps,” should be retained in place, protected, and preserved.
- CL18(G)** Historic nomenclature for streets, places, and areas should be maintained (e.g., Payne St., Angora Court) and new nomenclature selected to reflect historic usage or features (e.g., Franklin School Apartments).

**Vegetation:**

- CL19(G)** New landscape elements should be designed to relate to the historic character-defining elements of the district.
- CL20(G)** All mature trees, such as those on the campus of the Kentucky School for the Blind, other institutions, public areas and right-of-ways should be maintained, retained, protected, and preserved.
- CL21(G)** Wooded areas should be retained, protected, and preserved.
- CL22(G)** Proposed changes to vegetation and landscaping in Bingham Park should be coordinated between Louisville Metro Parks Department, the Landmarks Commission, and the Louisville Olmsted Parks Conservancy.
- CL23(G)** Greenery and tree canopies in the Vernon Ave. right-of-way (the “Chicken Steps”) and in all other undeveloped street and alley right-of-ways should be retained, protected, and preserved.
- CL24(G)** The *Clifton Neighborhood Plan* (current version) list of major projects includes a green space inventory. This inventory, which will identify plant species native to the district, should be consulted when planning and planting new or replacement landscaping.

## Demolition

**The Metro Landmarks Standard Design Guidelines for Economic Hardship Exemption and Guidelines for Demolition also apply to an application for a Certificate of Appropriateness for demolition within the Clifton Preservation District, and associated application for an economic hardship exemption, with the following exception:**

**The Standard Design Guidelines for Demolition DE1-DE6 are replaced in their entirety with the following:**

- DE1** Any structure in part or in whole 50 years old or older within the Clifton boundary should be preserved. The Landmarks staff will evaluate the demolition request. All demolition proposals must include photographic documentation by the property owner as part of the application submitted to Landmarks. Historic elements cannot be removed until after approval has been obtained.
- DE2** With approval, when demolishing a non-historic structure or addition, the existing non-historic building or addition should not be demolished in a manner that will threaten the structural integrity of any existing historic structure.
- DE3** With approval, when demolishing an addition to an historic structure, be mindful that a wall of the existing structure will be left exposed visually, and to the deteriorating effects of weather. Take steps to insure the structural integrity of this newly exposed wall.
- DE4** With approval, when demolishing an addition to an historic structure, a wall that was once an interior wall may be exposed. Remove the interior finishes and make the wall suitable to be an exterior wall that matches the historic exterior of the structure.
- DE5** With approval, when demolishing an addition to an historic structure, interior openings (such as door openings) will be revealed to the exterior. Retain evidence of exterior door, window openings, or architectural features not incorporated into the interior of the addition. Leave the window or door frame intact. Compatible exterior construction materials should be used.
- DE6** The approved removal of a non-historic structure or an addition to an historic structure will create a new land area as a result of their demolition. Take steps to grade and landscape according to the existing topography and landscaping of the historic property and to be consistent with the slope and grade of adjacent properties.
- DE7** The approved removal of an addition to an historic structure may change the look of the street-facing façade of the existing historic structure. Take measures to re-establish the street-facing wall through the use of low fences, walls, and/or vegetation.

- DE8** Where demolition of an historic structure has been approved, or in the event of an emergency Metro-ordered demolition, documentation of the structure to be demolished will be required. The staff or ARC may set the degree of documentation required according to several factors: primary vs. secondary structure, historic value, and historic contribution to the Clifton neighborhood. Documentation may be subject to the following requirements:
1. Measured floor plans for the first and each additional story, and drawings of exterior elevations showing views of the front and one side. These drawings shall be drawn at the standard architectural scale of 1/4 or 1/8 inch per foot. Measurements should be accurate to the nearest 1/4 inch and should indicate rough openings. Representative examples of original trim and other finish details shall also be measured. Drawing shall be on acid-free paper and indicated original vs. added construction. Additions 50 years old or older shall be shown by dashed lines for exterior walls only. If a primary structure has been approved for demolition, the ARC may require the above. If this is the case, the applicant is advised to hire a professional to fulfill these requirements. If a secondary structure is approved for demolition, the ARC may amend these requirements to require less-stringent documentation (examples: property-owner supplied drawings, drawn by hand).
  2. Digital photographs showing: the physical relationship to surrounding resources (streetscape); each façade; typical exterior details (e.g., moldings, brackets, rafter ends, brick patterns); typical interior details (e.g., door/window surrounds, staircases, mantels); typical construction details where visible; exterior landscape features; and outbuildings. A contact sheet shall be printed from the digital files on archival paper and submitted (along with the digital files on acceptable electronic media) to the Metro Landmarks Staff. If a primary structure has been approved for demolition, the committee may require the above. If this is the case, the applicant is advised to hire a professional to fulfill these requirements. If a secondary structure is approved for demolition, the ARC may amend these requirements to require less-stringent documentation (examples: property-owner generated digital photographs in an acceptable electronic media).



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## Door and Entrance

- D1** Front-facing (i.e., street-address façade) doors proposed for replacement should be replaced with the same or in-kind materials. Many options exist for repairing or restoring historic doors and producing historically compatible and durable results. Some of these options may be more economical, in the long run, than replacement. All options should be reviewed with Landmarks staff before replacing historic doors. If replacement is necessary, there are many new products to choose from for economical, compatible replacement doors and building materials.
- D2** Replacing non-original, non-historic doors is recommended when the replacement doors are more appropriate to the period and style of the building, and match the size of the original opening.
- D3** Replacement doors should – whenever possible – duplicate the design, proportion, and arrangement of paneling and glazing of the original door or period of architectural significance. Replacing a missing historic door with one that matches the historic door is preferable if physical, pictorial, or photographic evidence exists to document its appearance. Absent that, the door may be replaced with a new door that is compatible with the style and character of the historic building.
- D4** The character of doors and entrances should be maintained by keeping decorative features and historic elements. Avoid the addition of elements for which there is no historic precedent.
- D5** Creating new entrances on street-address or street-facing facades should be avoided.
- D6** Historically clear-finished (i.e., stained then lacquered or top-coated) doors should be refinished in the same manner and should not be painted. Leave historically clear-finished doors unpainted.
- D7** Replacing historic double-entry (leaf) doors with a single door should be avoided.
- D8** Original entrance or door openings should not be altered to accommodate stock doors. The historic entrance including the door, transom or fanlight, sidelights, pilasters, and entablature should be retained and repaired.
- D9** Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained.
- D10** When undertaking the reconstruction of a missing entrance or porch feature, historical, pictorial, and physical documentation should be used. If there is not sufficient information to determine the original design, a new design should be prepared that is compatible with the architectural character of the building and the district. Conjectural or falsely historical designs are not appropriate.
- D11** Screen doors, storm doors and security doors should be simple with a narrow-frame design that enables the inner door to be seen and does not obscure the architectural character of original doors or damage historic fabric.
- D12** Commercial security grilles should retract out of sight during business hours and preferably be mounted inside the glass. Security bars should be painted an unobtrusive color.
- D13** Vestibules should not be added to the street-address or street-facing facade on commercial use or leased buildings unless there is a historic precedent. Such additions alter the character, proportion, and massing of the façade.
- D14** Character-defining features of an historic building should be retained when undertaking work required for ADA accessibility and code compliance.
- D15** ADA-accessibility ramps should be located on secondary elevations wherever possible. If locating a ramp on the primary façade is required, it should be installed in a way that does not damage historic fabric and is as unobtrusive as possible.

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## Garage

- G1** Contributing secondary structures should be preserved. However, when demolition is being requested to make way for a new secondary building, then Landmarks staff and/or the ARC will evaluate and review the demolition permit request based on the structure's integrity, historical character and materials, functionality, and security concerns. All structures in the district will be identified as either contributing or non-contributing at the time of application. See the Demolition guidelines for more details.
- G2** New garages or other secondary structures should be designed so they complement the scale, mass, roof form, setback, and materials of adjacent secondary structures. They should also be subordinate to the primary structure.
- G3** New garages should be sited adjacent to an alley where present. Review the garage prototype illustration that identifies styles appropriate to preservation districts when planning a garage construction project.
- G4** When no alley exists, garages should be sited at the rear of the property behind the main house. Landscape screening is encouraged along the driveway.
- G5** Single garage doors should be used rather than expansive double or triple doors.
- G6** The roofline of a new garage should be oriented so it is parallel with the main house or follows the predominant pattern of existing secondary structures when a pattern exists.
- G7** Roof pitch should be no less than one in six. The roof form of the garage should match the roof form of the main house when it is a character-defining feature.
- G8** New garages should be designed so access to off-street parking is off alleys or secondary streets wherever possible.
- G9** New garages should be located at the rear of the property, should define and enclose the rear yard, and should be aligned with adjacent secondary structures.
- G10** The garage design should be simple and rectangular in shape. Ell-shaped floor plans, slightly-projecting bays, and cantilevered second floors are also permitted.
- G11** New garage walls should be constructed with any of these materials (1) Horizontal siding to match existing exposure of the primary structure (normally 3" or 4" exposure), (2) corner boards and trim around openings, (3) board and batten siding, (4) brick, (5) stucco over frame or concrete block, (6) painted concrete block with parged or flush joint finish, (7) cast stone, molded concrete block, or (8) wood, aluminum or vinyl siding, or fiber cement siding or board to match existing exposure of the primary structure. Do not use these materials: T-111, exposed uncoated concrete block, or painted concrete block unless parged or skim coated first.
- G12** Approvable roof designs include simple gable roofs (6-in-12 minimum slope), hipped, shed, and flat roofs with parapets, intersecting gables, overhanging eaves, and gable end-vents. Not approvable are low-pitched gable roofs (less than 6-in-12 slope), flush eaves, and roofs without gutters.
- G13** Asphalt, fiberglass, wood, tile, metal, slate or synthetic shingles are recommended roof materials. Half-round or ogee gutters, gable-end elements, and solar collectors are approvable. Do not use membrane or roll roofing on sloped roofs with 3-in-12 pitch or greater. See Roofing guidelines for additional details.
- G14** Single-car garage doors or openings are preferred. Double- or triple-wide doors which convey the appearance of 2 or 3 single doors may be approved. Flush garage doors which accentuate the large size of the opening are prohibited.
- G15** Garage window openings should be used that visually break up the wall's surface and may be placed at higher elevations for security. Security grills may be installed on the inside face of the windows.

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## Masonry

- M1** Do not paint masonry, stucco, limestone walls, and masonry retaining walls that have never been painted. Painting unpainted surfaces creates an on-going maintenance issue. Paint is difficult to remove, accumulated layers will obscure decorative detail, and paint coatings (even "breathable" paints) will affect the wall's vapor transmission performance.
- M2** New masonry features shall not be constructed that are either falsely historical (characteristic of periods prior to the building's actual construction), or are incompatible with the building or historic district in terms of size, scale, material, or color.
- M3** New openings shall not be cut into exterior walls that constitute the building's street-address or street-facing façade. (For example, do not create an opening in an exterior wall for the installation of an air conditioning unit on a street-address or street-facing façade including structures on a corner lot or sited diagonally.) For these purposes, an alley is not a street-facing façade.
- M4** Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained.
- M5** The existing bonding pattern, coursing, color, size, and strength of masonry should be matched when repairing a section of brick wall. Bricks should be toothed-in to historic brickwork to strengthen the joint between new and old, except where new construction (e.g., a room addition) meets old construction.
- M6** Substantial portions of exterior walls should not be removed or rebuilt if such an action would adversely impact a structure's historic integrity.
- M7** Exterior replacement bricks should be suited for exterior use. Do not replace sections of historic brick with brick that is substantially stronger. New brick is stronger than old brick.
- M8** Re-point only those joints that are no longer sound. Do not remove all joints, sound and unsound, in an effort to achieve a uniform appearance when re-pointing. Large-scale removal of mortar joints often results in damage to historic masonry. Old mortar is softer than new mortar.
- M9** Unsound mortar joints should be carefully removed with hand tools that are narrower than the mortar joint. Power tools should not be used because they have the potential to scar adjacent masonry.
- M10** Unsound mortar should be removed to a depth of two-and one-half the times the width of the joint or to sound mortar, whichever is greater.
- M11** Historic mortar joints should be matched in color, texture, joint size, and tooling when repairing or re-pointing.
- M12** The mortar mix used for re-pointing should be compatible with the historic masonry. The re-pointing mortar should be equivalent to or softer than the original mortar. (When re-pointing mortar is harder than the surrounding masonry, as is the case with many modern mixtures, moisture cannot escape through the joints. Trapped moisture will freeze within the walls and fracture surrounding masonry.)
- M13** The mortar should be analyzed to determine the chemical composition of the mortar mix for the specific application at the historic structure. If possible, send a sample of the original mortar to a lab for analysis. If this is not feasible, a high lime and low Portland cement content mortar mix (1 part cement, 1 part lime, 6 parts sand) is often acceptable.
- M14** Joints that have been re-pointed using a very hard mortar – or in an un-workmanlike manner – should not be removed until natural weathering has begun to weaken and crack them. Removal prior to that time would likely damage the adjoining brick, block, or stone.
- M15** Synthetic caulking should not be used to re-point historic masonry.
- M16** Masonry surfaces should not be cleaned with harsh chemicals, abrasive brushes or high pressure power tools. It is better to under clean than over clean. A "like new" appearance is rarely desirable.

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- M17** The physical and chemical properties of the masonry should be known before proposing or testing any chemical cleaning treatments. If improperly applied, chemical treatments may cause permanent damage that significantly outweighs any benefits of cleaning. Contractors and homeowners may wish to consult the Landmarks staff for the best practices and techniques for cleaning masonry surfaces.
- M18** Cleaning treatments should be tested in an inconspicuous area of the building to evaluate potential adverse effects to the masonry. Observation over a complete seasonal cycle is preferred so any long-term effects may be ascertained. For any proven acceptable chemical cleaning treatments, be sure to follow all manufacturer's instructions.
- M19** Sandblasting or high-pressure water treatments should not be used to clean historic masonry. Both sandblasting and high-pressure water (greater than 300 psi) remove the tough, outer-protective surface of the brick and loosen mortar joints, accelerating deterioration.
- M20** The masonry on buildings with deteriorated mortar joints should not be cleaned. Such masonry should be properly re-pointed prior to cleaning to ensure water does not penetrate the wall during the cleaning process.
- M21** Water- or chemical-based cleaning systems should not be used when there is a chance of freezing temperatures. Masonry cleaning should not commence until the temperature will remain above 50 degrees for 72 hours after cleaning.
- M22** Graffiti should be removed as soon as possible, beginning with the gentlest means possible and taking care not to inadvertently etch an outline of the graffiti onto the wall.
- M23** When removing paint from previously-painted masonry, use gentle treatments that have been tested in an inconspicuous location. Do not sandblast, pressure wash or use acid-based cleaners (consult with Landmarks for recommended products). Solvent-based chemical strippers are preferred over sandblasting or pressure washing the masonry surface.
- M24** When painting is applicable, a "breathable" masonry coating that is compatible with – and can create a strong bond with – existing paint should be used.
- M25** Repaired or patched stucco areas should match the strength, composition, color, and texture of the original to the greatest degree possible.
- M26** When patching stucco, cut back the successive layers to provide a key for the new layers to prevent new cracking.
- M27** Stucco repairs should result in the same or unchanged dimension between the surface of the stucco and adjacent finishes.
- M28** Stucco, any synthetic stucco treatment, or a permastone-type cladding should not be installed over historic masonry or wood siding.
- M29** Do not resurface historic masonry with exterior insulation.
- M30** Masonry and terra cotta chimney caps proposed for reconstruction or replacement should be replaced only after approval is obtained with caps of similar material and design whenever possible. Otherwise, a metal cap historically appropriate to the roof's design and materials is acceptable. Salvaged or historical reproductions are locally available.

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## Metal

- MT1** Metal features should be cleaned only when cleaning will not damage historic metal color, texture, or patina. Any cleaning treatment should use the gentlest means possible and be tested in an inconspicuous location to determine potential adverse effects.
- MT2** Cleaning treatments should be used that are appropriate to the type of metal being cleaned.
- MT3** Soft metals, such as tin, lead, copper, tern plate, and zinc, should be cleaned using appropriate chemical methods since blasting methods damage and pit their surfaces.
- MT4** Hard metals such as cast iron, wrought iron, and steel should be cleaned with hand scraping or wire brushing to remove corrosion and paint buildup. Low-pressure grit blasting may be used only if additional cleaning is required.
- MT5** Cleaning treatments should be in compliance with EPA and Metro air pollution control regulations.
- MT6** Do not apply paint or similar coatings to metals like copper, bronze, or stainless steel that are historically meant to be exposed. Do apply paint or other coatings to other metals that will corrode without protection from the elements, such as wrought iron and cast iron.
- MT7** Clean previously painted metal features before reapplying an appropriate paint or other coating system. Failure to do so will result in accelerated corrosion of the metal or alloys.
- MT8** Incompatible hard and soft metals should not be placed together without applying a protective barrier between them since this can result in galvanic corrosion.
- MT9** If deteriorated metal features must be removed, always replace them with elements that convey the same visual appearance. Never remove such a feature without replacing it.
- MT10** Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained.

## New Construction - Non-Residential

- NC1** New construction designs should conform to all applicable regulations including the Land Development Code, Zoning District Regulations, Building, and Fire and Safety codes, MSD, and any other regulatory agency. All new construction architectural designs will be reviewed by the Clifton ARC.
- NC2** No structure should be demolished to make way for new or large-scale construction. All structures in the district will be identified as either contributing or non-contributing at time of application. The Landmarks staff and ARC will evaluate and review all demolition permit requests. See the Demolition guidelines for more details.
- NC3** Building height, scale, massing, volume, directional emphasis, and setback should reflect the architectural context established by surrounding structures.
- NC4** The scale of new construction should not conflict with the historic character of the district.
- NC5** Building materials and design elements in new construction design should be sympathetic with surrounding historic buildings in the district. Materials should be of a complementary color, size, texture, scale, and level of craftsmanship.
- NC6** Creative design is encouraged. Examples of materials to avoid include: ornamental pierced concrete masonry screens and walls, "antiqued" brick, wrought-iron porch columns, exterior carpeting, jalousie windows, glass block, picture windows, unfinished wood, and asphalt siding. Chain-link fences should not be installed where visually incompatible.
- NC7** New construction design should reflect and reinforce the human scale of the neighborhood by emphasizing the first floor or pedestrian level of the building.
- NC8** The pedestrian-oriented character of historic commercial districts should be enhanced in infill construction design. Commercial buildings should have a well-defined base at the pedestrian level with details conveying a sense of horizontality and progression along the sidewalk.
- NC9** Important public views and vistas should not be disrupted in new construction design. See the Cultural Landscape guidelines for more details.
- NC10** Appropriate tree species should be planted in front of new construction buildings to provide a visual sense of consistency along the streetscape. See the Frankfort Avenue Street Tree Master Plan for more details.
- NC11** Existing spatial patterns created by circulation routes, fences, walls, lawns, and allees of trees, should be reinforced in new construction design.
- NC12** The spatial organization established by surrounding buildings should be reinforced in infill construction design. The character of historic streetscapes relies heavily on the visual continuity established by the repetition of similarly designed façades.
- NC13** The façade's organization should closely relate to surrounding buildings in infill construction design. Cornice lines, columns, and storefronts are other important character-defining facade elements. Imitating an historic style or period of architecture in new construction is not recommended, especially for contemporary uses such as drive-in banks or garages.
- NC14** A new building's mass should have a similar sense of lightness or weight as surrounding historic structures. Mass is determined by the proportion of solid surfaces (walls) to voids (window and door openings).
- NC15** Historic patterns of window and door proportion and placement should be maintained in new construction design.
- NC16** Window design should be sympathetic to the window patterns of surrounding buildings in new construction design. Use of comparable frame dimensions, proportion, and muntin configuration is encouraged.

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- NC17** Front door design should be sympathetic to the door patterns of surrounding buildings in new construction design. Use of comparable frame dimensions, proportion, and panel and light configuration is encouraged.
- NC18** The orientation of the main entrance should be the same as the majority of other buildings on the street in new construction design.
- NC19** Infill construction design should be compatible with the average height and width of surrounding buildings. The rhythm of the façade should reflect the characteristic rhythm of existing buildings on the street. Vertical elements such as doors, columns, and storefronts will reinforce the pattern.
- NC20** Horizontal elements, such as band boards, brick coursing, window sills, or lintels, in new construction design should be within 10 percent of adjacent historic construction where the similar height of the horizontal elements is relatively consistent and a character-defining feature.
- NC21** Set back upper stories that exceed the established cornice line into new construction design.
- NC22** The historic rhythm of the streetscape should be maintained.
- NC23** Commercial buildings on corner lots should be built to the corner with an entrance oriented to the corner.
- NC24** Historic building setback patterns should be maintained. To maintain the continuity of the streetscape, front setbacks for new construction should either match that of adjacent buildings where all share the same setback or be within 20 percent of neighboring structures in areas with varied setbacks.
- NC25** Roofs of new buildings should relate to neighboring historic structures in pitch, complexity, and visual appearance of materials.
- NC26** Rooflines for infill construction design should follow the precedent set by adjacent buildings. Where the predominant form is flat, built-up roofs are preferred. Where the predominant form is complex and steeply pitched, that is preferred. In blocks characterized by shallow-pitched roofs and pronounced overhangs with exposed rafters, these elements should be incorporated.
- NC27** The orientation of the main roof form in new construction design should be parallel with the majority of other roofs on the street where roof forms are relatively consistent and a character-defining feature.
- NC28** The existing cornice line on each block should be emphasized in new construction design where this is a character-defining feature.
- NC29** Rooftops should remain uncluttered and mechanical systems should be obscured from public view in new construction design.
- NC30** Trash receptacles should be screened from public view with a four-sided enclosure.
- NC31** Parking garages should be designed to relate closely to adjacent structures. Ramps should be hidden from view. Vehicles should be screened on upper floors. See Cultural Landscape guidelines for more details (CL9 - CL12).
- NC32** Off-street parking should be located in rear lots and accessed from alleys or secondary streets wherever possible.
- NC33** At least 20 percent of a parking lot's property area should remain unpaved and planted. Perimeter landscaping, fencing, colonnades, or other construction that visually continues the building line along open sidewalks is encouraged.
- NC34** New parking should be designed to be as unobtrusive as possible and minimize the impact on the historic setting. Shared parking areas among groups of businesses are encouraged.
- NC35** Storm-water management systems in new construction design and water runoff should not adversely impact nearby historic resources.

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## New Construction – Residential

- NCR1** New construction designs should conform to all applicable regulations including the Land Development Code, Zoning District Regulations, Building, and Fire and Safety codes, MSD, and any other regulatory agency. All new construction architectural designs will be reviewed by the Clifton ARC.
- NCR2** No structure should be demolished to make way for new or large-scale construction. All structures in the district will be identified as either contributing or non-contributing at time of application. The Landmarks staff and ARC will evaluate and review all demolition permit requests. See the Demolition guidelines for more details.
- NCR3** Building height, scale, massing, volume, directional emphasis, and setback should reflect the architectural context established by surrounding structures.
- NCR4** The scale of new construction should not conflict with the historic character of the district.
- NCR5** Building materials and design elements in new construction design should be sympathetic with surrounding historic buildings in the district. Materials should be of a complementary color, size, texture, scale, and level of craftsmanship.
- NCR6** Creative design is encouraged. Examples of materials to avoid include: ornamental pierced concrete masonry screens and walls, "antiqued" brick, wrought-iron porch columns, exterior carpeting, jalousie windows, glass block, picture windows, unfinished wood, and asphalt siding. Chain-link fences should not be installed where visually incompatible.
- NCR7** New construction design should reflect and reinforce the human scale of the neighborhood, which is a character-defining feature of the preservation district.
- NCR8** Important public views and vistas should not be disrupted by new construction design. See the Cultural Landscape guidelines for more details.
- NCR9** Existing spatial patterns created by circulation routes, fences, walls, lawns, and allees of trees, should be reinforced in new construction design.
- NCR10** The spatial organization established by surrounding buildings should be reinforced in infill construction design. The character of historic streetscapes relies heavily on the visual continuity established by the repetition of similarly designed façades.
- NCR11** The façade's organization should closely relate to surrounding buildings in infill construction design. Cornice lines and columns are other important character-defining façade elements. Imitating an historic style or period of architecture in new construction is not recommended.
- NCR12** A new building's mass should have a similar sense of lightness or weight as surrounding historic structures. Mass is determined by the proportion of solid surfaces (walls) to voids (window and door openings).
- NCR13** Window patterns should be sympathetic with those of surrounding buildings. Compatible frame dimensions, proportion, panel and light, and muntin configurations are encouraged. Historic window proportions are generally two-and-one half (height) by one (width).
- NCR14** Front door design should be sympathetic to the door patterns of surrounding buildings in new construction design. Use of comparable frame dimensions, proportion, and panel and light configuration is encouraged.
- NCR15** The orientation of the main entrance should be the same as the majority of other buildings on the street in new construction design.
- NCR16** Paved walks should be installed between public sidewalks and front entrances where this is a character-defining feature on the street.
- NCR17** Handicapped access ramps should be located on secondary elevations (side or rear) wherever possible. If the only option is to install the ramp on the street address façade, it should be installed in a manner that does not damage historic fabric and is as unobtrusive as possible. Removable or portable ramps may also be used.



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- NCR18** Infill construction design should be compatible with the average height and width of surrounding buildings.
- NCR19** Horizontal elements such as band boards, brick coursing, window sills or lintels in new construction design should be within 10 percent of adjacent historic construction where the similar height of the horizontal elements is relatively consistent, and a character-defining feature.
- NCR20** The historic rhythm of the streetscape should be maintained.
- NCR21** Historic building setback patterns should be maintained. To maintain the continuity of the streetscape, front setbacks for new construction should either match that of adjacent buildings where all share the same setback or be within 20 percent of neighboring structures in areas with varied setbacks.
- NCR22** Roofs of new buildings should relate to neighboring historic structures in pitch, complexity, and visual appearance of materials.
- NCR23** Rooflines for infill construction design should follow the precedent set by adjacent buildings. Where the predominant form is flat, built-up roofs are preferred. Where the predominant form is complex and steeply pitched, that is preferred. In blocks characterized by shallow-pitched roofs and pronounced overhangs with exposed rafters, these elements should be incorporated.
- NCR24** The orientation of the main roof form in new construction design should be parallel with the majority of other roofs on the street where roof forms are relatively consistent and a character-defining feature.
- NCR25** The existing cornice line on each block should be emphasized in new construction design where this is a character-defining feature.
- NCR26** Rooftops should remain uncluttered and mechanical systems should be obscured from public view in new construction design.
- NCR27** Trash receptacles should be screened from public view with a four-sided enclosure.
- NCR28** Exterior sheathing should be compatible with surrounding historic buildings. Painted wood siding or fiber cement board is preferred. Vinyl siding may be used for new construction on streets where the predominant historic construction material is wood. See Siding and Trim guidelines for additional details.
- NCR29** Masonry types and mortars should be compatible with surrounding buildings. Red brick is the most common masonry material found in the district. See Masonry guidelines for additional details.
- NCR30** Stone or cast-stone sills and lintels should be incorporated into new construction design on streets where these elements are character-defining features.
- NCR31** Raised masonry foundations which are compatible in proportion and height with surrounding buildings should be used. Foundation materials may be of a warm-toned poured concrete or stuccoed concrete block that has a uniform, textured appearance.
- NCR32** New front porches should be built on streets where they are a predominant character-defining feature, and are allowed on other streets, and should be compatible with the form, scale, and detailing of surrounding buildings. New columns should consist of a base, shaft, and capital, and convey the appearance of actually holding up the porch roof.
- NCR33** Porches on newly constructed buildings should be designed so the floor is even with or a maximum of one step below the corresponding floor of the house, the ceiling is even with that of adjacent rooms, the floor is at least 6' deep, the rhythm of the porch bays matches the façade's pattern of solids and voids, and the porch fascia board matches the height of the window head.
- NCR34** Storm-water management systems in new construction design and water runoff should not adversely impact nearby historic resources.

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## Paint and Coatings

- P1** Do not paint masonry, stucco, limestone walls, and masonry-retaining walls that have never been painted. Painting unpainted surfaces creates an on-going maintenance issue. Paint is difficult to remove, accumulated layers will obscure decorative detail, and paint coatings (even "breathable" paints) will affect the wall's vapor transmission performance. A masonry surface colored with a wash (lead oxide, white or lime wash) is considered as unpainted and should not be painted. CMU (concrete block) should be skim coated then painted.
- P2** When removing paint from previously-painted masonry, use gentle treatments that have been tested in an inconspicuous location. Do not sandblast, pressure wash, or use acid-based cleaners (consult with Landmarks for recommended products).
- P3** On previously-painted masonry, use a "breathable" masonry paint that is compatible with – and can create a strong bond with – existing paint. Portland cement joints may be painted as the mortar mix is stronger. Do not paint over lime mortar mix joints since lime mortar mix is soft.
- P4** Paints and coatings manufactured before 1978 contained lead. Historic structures often contain hazardous substances, such as lead paint and asbestos. Since June 2010, the EPA regulations require contractors to be certified and follow specific work practices to prevent lead contamination. For additional lead paint information, contact the Metro Health Department and see the Appendix at the end of this section. For asbestos removal and disposal methods, contact Metro Air Pollution Control.

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## Porch

- PO1** Reconstructed entrance or porch features should be replaced with in-kind materials. If not economically or technically feasible, a compatible substitute material may be used including composite or other synthetic materials, columns, or trim designed to reflect the appropriate style of the house. Design elements should match the proportion, detailing, and size of the original style.
- PO2** Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained.
- PO3** Replacement porch railings and balusters should match the originals as closely as possible. If it is technically or economically unfeasible to accomplish this, then pre-fab wood or synthetic materials may be purchased that are similar to the originals. Wood railings should be finished with paint or an opaque stain.
- PO4** Cast or wrought iron columns, railings, or balusters should not be used as a replacement for brick or wood porch elements.
- PO5** When installing a new code-required handrail or railing to porch steps or from the street where not originally installed, select a design that is simple and stylistically appropriate or artistic.
- PO6** Conjectural porch ornament should not be added; often its style conflicts with the style of the house. For example, do not add gingerbread spindles or Corinthian columns to a Craftsman-style house.
- PO7** Over-sized boards (2" thick) should not be used for porch floors. 3/4" to 1" tongue-and-groove boards are generally appropriate. Deck boards are not appropriate for street façade porch floors.
- PO8** Replacement porch flooring should be installed that closely matches the original tongue-and-groove flooring dimensions. The proper installation of tongue and groove for outdoor flooring provides for a maximum gap of 1/16" between boards to allow for expansion. Wood edging should be applied to the exposed ends of floorboards to prevent moisture infiltration into the grain.
- PO9** Porch or cornice elements or any architectural-defining feature on the street façade should not be covered with vinyl or aluminum siding.
- PO10** Porch ceilings should not be installed, nor exposed eaves enclosed, where no such covering existed previously. Exposed rafters and roof decks are character-defining features for certain architectural styles, such as the Craftsman style.
- PO11** Deteriorated porch steps should be replaced with in-kind materials. Replacement steps should be of the same scale and dimensions as the original. 5/4" deck boards should not be used for stair treads. Stone steps may be patched with concrete that is tinted a visually compatible color.
- PO12** Historic stone steps should not be replaced unless the stone itself is unsafe or no longer useable. Resetting stones on a firm foundation and re-pointing or applying appropriate sealant can address most problems (contact Landmarks for advice on sealant product choices).
- PO13** Front porches can be enclosed with screen panels (not glass panels) provided the construction is reversible and no alterations are made to the original façade. Screen panels that can be removed seasonally when they are set behind porch elements are preferred. The porch enclosure shall not be made into a conditioned living space.
- PO14** When undertaking a non-street front-facing or rear porch enclosure project, do not obscure the design or detailing of original porch elements. The enclosure shall not become a room addition. See the Addition guidelines if a room addition is desired.
- PO15** A porch may be added to a structure's primary façade only if the porch design is appropriate to the style of the house.

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## Roofing

- R1** Replacement roofing materials should closely match the original roofing material in texture and profile. Some substitute materials including asphalt shingles, dimensional shingles, or cement tiles may be considered. Contact the Landmarks staff for any new emerging roof technologies.
- R2** Metal roofing materials like lead-coated copper, terne-coated steel, and aluminum/zinc-coated steel can successfully replace tin, terne plate, zinc, or lead. Copper-coated steel is a less expensive (and less durable) substitute for sheet copper. While copper roofs may be left unpainted, terne-metal roofs should be painted a traditional roof color. Repair and replacement with in-kind materials is recommended in order to preserve the visual appearance of the original. Contact the Landmarks staff for any new emerging metal roof technologies.
- R3** When replacing metal roofing on residential roofs, the proportion and spacing of the seams and trim should match the original. Commercial-grade architectural metal roofing systems should not be used on residential architecture because the scale is inappropriate.
- R4** On historic terra cotta clay tile roofs, ridge and hip tiles should be retained. Field tiles may be replaced with a compatible substitute material, such as a dimensional shingle in a color approximating the original. Ridge and hip tiles should be reinstalled to maintain the roof's historic profile. Reinstallation of sound roof tiles and slates on smaller, secondary roof forms (porches, bay windows, etc.) is encouraged wherever possible.
- R5** On slate roofs, historic roof details, such as decorative cresting and finials and metal ridge caps, should be replaced with in-kind materials or materials that are visually compatible.
- R6** The reconstruction of any missing roof feature should be based on historical, pictorial, and physical evidence. If the evidence is insufficient, the roof feature should be of a compatible new design rather than a falsely historical or conjectural reconstruction.
- R7** On additions or new construction, new roof designs should be similar or compatible with the shape, size, scale, and materials of the historic building and other buildings within the district.
- R8** For major decaying or deteriorated roof features – like cupolas, dormers, or chimneys – the form and detailing of the features should be used to create appropriate replicas. Smaller irreparable historic roof details – such as decorative cresting, finials, or metal roof caps for slate roofs – should be replaced with in-kind or visually compatible materials.
- R9** Extensive areas of flashing should not be visible and should be avoided. Portions of metal flashing may be covered by mortar or stucco.
- R10** When installing replacement gutters, do not destroy the historic roof detail.
- R11** When replacing gutters, use half-round replacement gutters or ogee profile gutters that have a simple design and do not alter the character of the trim. When it is not possible to repair or replace the original box gutters, the box gutters should be roofed over and the replacement gutters attached.
- R12** Unpainted galvanized steel gutters or downspouts are not preferred as they will rust and stain adjacent materials. Galvanized gutters should be appropriately primed and painted after a period of weathering. Vinyl gutters and downspouts should be avoided due to their short life expectancy.
- R13** Historically exposed rafter ends and eaves should remain and be preserved.
- R14** New roof-top additions should not compromise the structural integrity of the building.
- R15** Any new roof-top mechanical or service equipment should be installed in a manner as to not damage the historic elements or fabric; examples include: cupola, weathervane, and chimney.

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- R16** Mechanical equipment or systems (examples: HVAC or water) should not be installed on roofs where they may overload and compromise a historic building's existing structural system. Additional support systems may need to be constructed to support the additional weight load.
- R17** Antennae, satellite dishes, skylights, vents, roof-top mechanical units, decks, terraces, dormers, or high-profile solar panels should not be installed where they can be seen from a building's street address façade or primary elevation. Skylights should be flush (not the "bubble" type) with curbs painted to match the color of the roof material. Consolidate antennae wherever possible.

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## Siding and Trim

- SD1** Missing wood features should not be replaced with conjectural or falsely historic reconstructions or with newly designed elements that are incompatible with the building's size, scale, or materials.
- SD2** Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained.
- SD3** Contemporary wood siding or fiber cement board, which conveys the visual appearance of historic siding, should be used when replacing sections of deteriorated wood. Other materials which expand and contract like wood may be used when approved by staff or ARC review.
- SD4** Structurally inappropriate materials such as textured plywood (e.g., T-111) or similar soft wood products that shed water poorly should not be used on primary structures. Architecturally and historically inappropriate materials should not repair, replace, or be placed over historic wood siding.
- SD5** Exterior veneers shall not be installed over wood siding or as a replacement for exterior siding. Some examples of historically inappropriate exterior veneers not to be used are artificial stone or other masonry, EIFS (synthetic stucco), asbestos shingles, or asphalt shingles.
- SD6** Replace or repair damaged or deteriorated wood siding with wood or wood-like materials. Undamaged, intact historic wood siding should be preserved and not removed and/or replaced.
- SD7** Replacement siding should be installed horizontally unless there is valid historic documentation for a different original orientation.
- SD8** Retaining and preserving the original wood siding and trim with paint is encouraged, especially on the street-address façade. The application of fiber cement board matching the original existing exposure is preferred over vinyl or aluminum siding and may be approved by staff without ARC review. Vinyl or aluminum siding may be applied to street address façades, side, and rear elevations with ARC approval. The installation of any type of siding should not obscure or damage historic ornamental details such as fish-scale shingles, moldings, window casings, sills, hoods, brackets, and corner boards. Do not install siding of any type over rotten wood. Do not wrap windows and trim with metal. If applied, remove insul-brick material and apply house wrap before applying siding.
- SD9** Fiber cement, vinyl or aluminum siding should match the profile and dimensions of the original wood siding. A smooth-faced, narrow profile siding (3" or 4" reveal) is acceptable for installation. Historic fabric, trim, or corner boards should project slightly beyond the vinyl siding, wherever possible without causing damage.
- SD10** Paints and coatings manufactured before 1978 contained lead. Historic structures often contain hazardous substances, such as lead paint and asbestos. Since June, 2010, the EPA regulations require contractors to be certified and follow specific work practices to prevent lead contamination. For additional lead paint information, contact the Metro Health Department. For asbestos removal and disposal methods, contact Metro Air Pollution Control.
- SD11** Installation of insulation with a proper vapor barrier should be done from the interior. Do not remove exterior siding to install insulation within the exterior walls of historic wood frame construction. This can result in damage to historic fabric by locking in mold and moisture and will rot wood from within. Houses need to be breathable.

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## Sign

- SG1** Sign design should take into account its size, shape, and materials; where it will be positioned on the building; if and how it will be illuminated; and what style of lettering or typeface will be used.
- SG2** Sign design should complement its surroundings, be integrated into the architectural design of the building, should not dominate the façade, should not obstruct architectural details, and should not interfere with adjacent buildings or existing trees and shrubs.
- SG3** Sign design should be simple and easy to read, use a limited number of lettering styles and colors, and reflect the character of the business and/or the building.
- SG4** Commercial flush-mounted signs should be designed equal to or less than 2.5 feet in height. Lettering should be between 8 and 18 inches high and occupy around 65 percent of the sign board.
- SG5** Storefront-level signs should be scaled and oriented to pedestrians.
- SG6** Creative sign design may be accommodated with review and approval through the Clifton ARC review process.
- SG7** Signs should be designed using, but not limited to, the following materials: painted or carved wood signs, painted wall signs, signs applied to canvas awnings, smooth-surface sheet metal signs, wrought iron signs, and lettering applied to glass using gold leaf, paint, or etching.
- SG8** Commercial signs may be designed using neon or neon-like technology, but its use shall be limited in scale and size so as not to divert the attention of motorists.
- SG9** Marquee signs may be used on any building that has been or is currently operating as a theater or hotel.
- SG10** Free-standing or monument signs should be low to the ground and landscaped. Signs attached to a building are preferred in lieu of a free-standing sign.
- SG11** Signs shall be limited to no more than two signs per building or one sign per tenant.
- SG12** Billboards shall not be installed within the preservation district and existing billboards shall be removed whenever possible.
- SG13** Commercial attached wall signs should be placed over the unadorned frieze of a cornice or along the top of the storefront below the sill of the second-story windows. For residences, attach signs near existing doorways or on porches.
- SG14** Commercial flush-mounted signs should be placed above the display windows and below the second-story window sills.
- SG15** Commercial hanging signs mounted perpendicular to the building's façade should project no more than 5 feet from the building or half the width of the sidewalk, whichever is less.
- SG16** Signs shall not be installed on roof-tops, along the roof ridge line, or above the cornice of buildings in the Frankfort Ave. commercial corridor.
- SG17** Plastic, over-scaled, or internally illuminated fluorescent signs or awnings are prohibited. Individual lettering and small logos may be illuminated within an opaque background. Reader board signs or signs that flash, move, or have inappropriately scaled graphics are prohibited.
- SG18** Concealed lighting is recommended. Internally illuminated plastic box signs, bare spot lights, or high-wattage metal halide lights are prohibited.

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**Site**

- ST1** Paving materials (concrete, brick, paver stones, cobblestones, asphalt, gravel, stone, permeable or pervious materials) that are compatible with adjacent sites and architectural character should be used for private sidewalks, drives, and roadways.
- ST2** Historic paving materials for streets, alleys, sidewalks, and curbing (brick, hexagonal pavers, cobblestones, limestone, granite, or natural stone) should be protected, maintained, restored, and reused. The historic relationship between the road surface and edging should be preserved. Replacement with historic materials is encouraged. If replacement with original materials is not technically or economically feasible, a substitute material may be used if it duplicates the color, texture, and visual appearance of the original. See Masonry M13 guideline for cement mortar mix recipe.
- ST3** Steps on private property made of brick, stone, or poured concrete should be maintained wherever present. If replacement is required, original materials should be used. New construction should incorporate steps where they are a character-defining feature.
- ST4** Paving companies and utility contractors shall not harm historic resources during road or underground utility repair projects.
- ST5** Driveways, parking areas, and loading docks should be constructed or located to the side and rear of properties. Alley access is preferred.
- ST6** Maintain original front yard topography, including grades, slopes, elevations, and earthen berms where present. New construction should match the grade of adjacent properties. Do not re-contour front yard berms into stepped terraces. Do not use railroad ties, landscape timbers, or any other historically inappropriate material for retaining walls.
- ST7** Excavations, trenching or re-grading adjacent to a building or site should be performed cautiously so as not to cause the foundation to shift or destroy significant archeological resources. Every reasonable effort shall be made to protect and preserve architectural resources affected by, or adjacent to, any project.
- ST8** Masonry walls in street-visible locations should not be installed unless they are used to retain earth at changes in grade, screen service areas, or unless an historic precedent exists.
- ST9** Retaining wall and curbing should match the existing character of the original materials when carrying out limited replacement projects. If an exact match cannot be made, a simplified design is appropriate.
- ST10** Fencing should match existing sections of fencing in material, height, design, and detail when carrying out limited replacement projects. If an exact match cannot be made, a simplified design is appropriate.
- ST11** Iron fencing should be installed, historically compatible, and of a similar height where there is a demonstrable historic precedent.
- ST12** Front yard fencing should not be installed where there is no historic precedent.
- ST13** Rear yard or side yard privacy fencing should be installed with the finished side out and a side wall setback from the front of the house of at least two feet. Privacy fencing should be less than seven feet in height. Refer to the Land Development Code or contact the Department of Codes and Regulations regarding additional restrictions on fencing at corner properties.
- ST14** Chain-link fencing painted black or dark color may be installed in residential front yards or along commercial corridors at the street where there is an historic precedent. Split-rail, woven-wood fencing, opaque fencing, painted or stained pressure-treated wood fencing, or recycled or reclaimed materials may be permitted with appropriate design. Synthetic or composite fencing that is durable may be considered.



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- ST15** Exterior lighting fixtures should not be falsely historical. The fixture should be attached to the exterior in a way as to not damage historic fabric.
- ST16** Exterior lighting for parking areas, architectural features, or other site areas should be directed down and away from neighboring properties. Energy-efficient lights should be used to create a soft illumination and to minimize the impact to adjacent properties. Reference the Land Development Code for illumination restrictions.
- ST17** Parking lot design requires a portion of the parking area to be landscaped or buffered from adjoining properties. Reference the Land Development Code for specifics on parking lot design, maneuvering, landscaping, and buffering requirements.
- ST18** Auxiliary fixtures, such as air conditioning units, satellite dishes, rain barrels, greenhouse additions, and overhead wiring, should be located on secondary elevations (side or rear) so they do not detract from the street-address façade and the character of the site.
- ST19** Trees in front yards should be preserved. Established street tree patterns should be enhanced by planting additional trees along the public rights-of-way in the grass area between the street and sidewalk. Consult the city arborist or Frankfort Avenue Street Tree Master Plan to determine tree species that are suitable for placement near overhead wires. Removal of trees within or immediately adjacent to a public right-of-way or within public open spaces requires review by Landmarks staff unless directed by the city arborist for emergency or public safety concerns.
- ST20** Cellular towers and associated fixtures should be strategically located to minimize the impact on historic view shed(s), screened from public view, and should not damage historic elements when attached to structures.
- ST21** Utility lines should be installed underground whenever possible.
- ST22** The concrete mixture should match the existing or historic concrete mixture when repairing or replacing sidewalks or installing new sidewalks in the public right-of-way. Contact the Landmarks staff for the appropriate mixture and specifications.

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## Storefront

- SF1** When restoring or renovating an historic storefront include the following storefront elements if they previously existed: large display windows and doors, transoms, relatively thin framing elements, a cornice element separating the storefront from the upper façade, low bulkheads, and tile entry flooring.
- SF2** Ornamental materials and features that contribute to the historic and architectural character of the building should not be removed from storefronts. Examples of these materials include wood, cast iron, terra cotta, Carrara glass, Vitrolite structural glass, ceramic tile, and brick.
- SF3** When historic storefronts must be replaced in part or in whole, historic materials should be used or replaced with like materials. Appropriate materials for storefront replacement may include cast iron, limestone, brick, wood, and some synthetic materials.
- SF4** Rough-textured wood siding or simulated masonry, such as permastone, should not be used on storefronts.
- SF5** When cornice replacement is required in part or in whole, historic materials should be used or replaced with like materials.
- SF6** All historic storefront elements should be retained, including later alterations that are historically appropriate in their own right during the period of significance for the district. An example is a late 1900's storefront with Art Deco features or other ornamental details added during the 1930s.
- SF7** Façade alterations that have attained historic or architectural significance in their own right should be preserved. Such elements should be incorporated into any new storefront design or renovation. If there is insufficient physical or documentary evidence, do not attempt to recreate a falsely historic or conjectural historic design.
- SF8** Later historically significant materials should not be removed to restore a building to an earlier period. For example, a 1910 storefront should not be taken back to a conjectural 1850s appearance.
- SF9** When renovating historic storefronts, the original scale, proportion, and organization of architectural elements (bulkheads, display windows, transoms, door, piers, cornices, and other ornamental details) should be preserved.
- SF10** If extensive deterioration requires complete reconstruction, the original form and detailing of a storefront should be used as a model. The reconstruction should convey the same visual appearance and use the same material as the original. An historic storefront should not be removed and not replaced. However, an adaptive reuse for a commercial use may be considered.
- SF11** When reconstructing an historic storefront, historic, pictorial, and physical documentation should be used. The design may be an accurate restoration, if sufficient evidence exists, or a new design that is compatible with the size, scale, materials, style, and character of the historic building and the district.
- SF12** Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained.
- SF13** Replacement storefront designs should be compatible with and complementary to adjacent historic buildings and the district, but be recognized as being of their own era.
- SF14** The storefront design should retain its original openings. Transitions from one façade to another should be clean and clearly defined.

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- SF15** When implementing new designs or renovations, emphasize the transparent character of storefronts. Generally, 60 percent of the wall surface at the sidewalk level (first floor) should be transparent (window and door glass). Historically, merchandise seen in storefront displays was emphasized to a much greater extent than any ornament on the storefront itself.
- SF16** Reflective or insulating film should not be applied to window glass.
- SF17** Smoked, tinted, low-E, or reflective glass should not be used on building façades that can be seen from a public way. Spandrel glass, lightly tinted glass, or certain frosted glasses may be appropriate in certain design instances. Blinds or insulating curtains may be added for privacy and thermal performance.
- SF18** Replacement doors should be selected that reflect the storefront's original character. Doors should have large glass panels and be made of wood or painted steel or aluminum. They should not be overly-decorated or possess inappropriate historic features (example: no stained glass).
- SF19** The storefront main entrance location should not be changed or reoriented.
- SF20** Even if the use has changed, the storefront commercial character should be maintained.
- SF21** Historic architectural elements should not be added to storefronts that have no historic precedent. Common examples of inappropriate alterations include the installation of coach lanterns, false mansard designs, small-paned windows, inoperable shutters, or colonial doors on late-nineteenth and twentieth-century buildings.
- SF22** False fronts, false stories, or pent eaves to roofs (false dormers) should not be added to commercial buildings.
- SF23** Awnings should be designed with solid colors or with stripes running perpendicular to the building.
- W17** Awnings shall be designed to complement existing architectural features. They should not overwhelm the façade.
- W18** Awnings shall be of a material and form compatible with the building's historic character. Contemporary designs may be considered if compatible with the design and character of the building.
- W19** Awnings shall be installed in a way that does not harm the building. Limit hardware installation to that which is required for structural stability. Anchors shall be installed in mortar joints, not masonry units.
- W20** On commercial buildings attach awnings between the window display area and the signboard or second-floor window sills. Awnings shall be attached below the transom line where historic prism glass is present and building scale allows.
- W21** Awnings shall be installed so that the valance is no lower than permissible by code (Building Code or Public Works).

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## Streetscape and Public Open Space

- SS1** Original street and alley limestone and granite curbing should be maintained whenever possible. If replacement is necessary, use historic materials or, if historic or original materials are not technically or economically feasible, a substitute material may be used if it duplicates the color, texture, and visual appearance of the original.
- SS2** Historic paving materials, such as brick, hexagonal pavers, cobblestones, or limestone curbing, should be protected, restored, and reused whenever possible. Street car rail lines should also be protected and restored.
- SS3** Historic circulation patterns, gateways, entrances, artwork, and street furniture should be retained wherever they are character-defining features, especially public pedestrian walkways (example: the “Chicken Steps”).
- SS4** Street furniture, including street lights, garbage cans, bus shelters, benches, and kiosks, should be minimized and clustered together. Placement should ensure safe pedestrian passage and traffic safety. Street furniture should be durable, easy to maintain, and of a simple traditional design that is not falsely historical. If reproduction fixtures are desired for elements, such as benches and street lights, their design should be based upon historic precedent as established by photographic or pictorial evidence.
- SS5** Excavations, trenching, or re-grading adjacent to a building or site should be performed cautiously so as not to cause the foundation to shift or destroy significant archeological resources. Every reasonable effort shall be made to protect and preserve architectural resources affected by, or adjacent to, any project (example: utility line replacement).
- SS6** Street and alley lighting fixtures should be a simple traditional design that is not falsely historical and should not become a focal point.
- SS7** Energy-efficient lights should be used to create a soft illumination where public street and alley lighting is desired.
- SS8** Street trees help define the streetscape and should be planted, maintained and retained unless they pose a safety hazard. Removal of trees within or immediately adjacent to a public right-of-way or within public open spaces requires Landmarks staff review unless directed by the city arborist in cases of emergency or for other reasons of public safety.
- SS9** Street tree patterns should be enhanced by planting additional trees along public rights-of-way and on private property. Consult the 2012 Frankfort Avenue Street Tree Master Plan (or most current revision), Landmarks staff, and the city arborist to determine the right tree for the right place. Street trees should be selected and placed so as upon maturity they do not obscure historic storefronts.
- SS10** The health and shape of trees should be taken into account when pruning. Consult the city arborist or reputable certified arborist for proper pruning guidelines to avoid over pruning and harmful pruning.
- SS11** Public utility lines should be installed underground whenever possible.

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## Window

- W1** The maintenance and repair of historic windows are essential to preserving the historic character and fabric of Clifton structures and the overall Clifton historic district. For that reason, historic windows on street-address façades and street-facing façades shall not be replaced with new windows unless the Clifton ARC determines that the condition of existing windows, safety or energy efficiency considerations, or other relevant factors support window replacement. During the planning stage for possible window replacement on any façade, and prior to submittal of an application for a Certificate of Appropriateness for window replacement, property owners should consult with the Landmarks staff on the application of these guidelines to their structure, options for addressing the property owner's needs, and concerns regarding their windows.
- W2** If historic windows on façades other than street-address façades or street-facing façades are replaced, or the owner is authorized to replace windows on street-address façade or street-facing façade pursuant to W1, the new windows shall convey the same visual appearance as the historic windows. The visual appearance of a window is based on details such as sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and other decorative features. Replacement windows may either be accurate reproductions using historical, pictorial, and physical documentation or be a new design that is compatible with the historic character of the building and the district. Use of wood, metal, or synthetic window systems for authorized window replacement is permissible. During the planning stage for possible window replacement on any façade, and prior to submittal of an application for a Certificate of Appropriateness for window replacement, property owners should consult with the Landmarks staff on the application of these guidelines to their structure, options for addressing the property owner's needs, and concerns regarding their windows.
- W3** Replacement sash should not be used that does not fit historic window openings. Original openings should never be blocked-in to accommodate stock-sized windows.
- W4** Replacement windows proposed for façades other than street-address façades or street-facing façades, and those authorized pursuant to W1 for street-address façades and street-facing façades, shall operate in the same way as the original windows - double-hung windows are replaced with double hung, and casement windows are replaced with casements.
- W5** Thermal glazing windows that have muntins in accordance with W2 shall have such muntins permanently applied and may also incorporate internal dividers between the glass panes.
- W6** Reflective or insulating film shall not be applied to window glass on street-address façades or street-facing façades.
- W7** Smoked, tinted, or reflective glass shall not be used on windows on street-address façades or street-facing façades.
- W8** Transoms or sidelights shall not be blocked-in or back-painted.
- W9** The number, size, location, or shape of original windows shall not be altered on street-address façades or street-facing façades by making new window openings or permanently blocking existing openings. If windows are no longer needed, they should be shuttered if original shutters exist. If shutters do not exist, a temporary closure should be prepared, leaving the window frame intact.
- W10** Any new window openings for a new use shall not be located on street-address façades or street-facing façades.
- W11** The front face of historic window trim shall not be covered with metal or siding material. Siding may butt up to the side of historic window trim.

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- W12** New floors or dropped ceilings shall not be installed that block the glazed area of windows. If such an approach is required, the design should incorporate setbacks that allow the full height of the window to be seen unobstructed.
- W13** If exterior storm windows are installed they should duplicate the shape of the original window.
- W14** When installing exterior storm windows or screens do not damage or obscure historic windows or frames.
- W15** Window sashes shall not be altered to accommodate window air-conditioning units.
- W16** When installing security bars do not obscure the architectural character of original windows or damage historic fabric. Commercial security grills should retract out of sight during business hours.
- W17** Awnings shall be designed to complement existing architectural features. They should not overwhelm the façade.
- W18** Awnings shall be of a material and form compatible with the building's historic character. Contemporary designs may be considered if compatible with the design and character of the building.
- W19** Awnings shall be installed in a way that does not harm the building. Limit hardware installation to that which is required for structural stability. Anchors shall be installed in mortar joints, not masonry units.
- W20** On commercial buildings attach awnings between the window display area and the signboard or second-floor window sills. Awnings shall be attached below the transom line where historic prism glass is present and building scale allows.
- W21** Awnings shall be installed so that the valance is no lower than permissible by code (Building Code or Public Works).
- W22** Replacement shutters should match the visual appearance, size, and location of the originals and may be constructed of wood, metal, or synthetic material.
- W23** Shutters shall be installed only where there is historic evidence for them.